

**Minimum Qualifications Checklist
Diplomatic Security Special Agent Application**

Please complete the following by marking yes or no for each question and sign and date the form at the bottom. This checklist will assist with processing your application and must be submitted along with your application forms. If you answer "NO" to any question, you may not qualify for the position. Any false statement or willful misrepresentation will result in disqualification; if discovered after hiring you may be subject to inquiry as well as administrative or disciplinary action up to and including dismissal.

	YES	NO
1. I am a citizen of the United States.	_____	_____
2. All members of my immediate family are U.S. citizens. (Immediate family is defined for the purpose of SCI access as spouse, parents, siblings, children, or cohabitants.)	_____	_____
3. I have a BA/BS degree from an accredited college or university (or will have in nine months).	_____	_____
4. I am at least 20 years old. I understand that I must be at least 21 years old and not have reached my 37 th birthday by the time of appointment.	_____	_____
5. I am in compliance with the Selective Service Act and I have registered as required (male applicants only).	_____	_____
6. I am willing to carry and, if necessary, use firearms in the performance of Special Agent duties.	_____	_____
7. I am willing to travel frequently and to live and serve anywhere overseas or in the United States.	_____	_____
8. I have a valid U.S. driver's license.	_____	_____
9. If I am offered a position, I understand that I must successfully undergo a background investigation and be granted access to Top Secret/Sensitive Compartmented Information (TS/SCI). I understand I must successfully complete a medical examination and a determination of my suitability for Foreign Service employment.	_____	_____
10. In accordance with the Lautenberg Amendment to the Gun Control Act that states a person convicted of a misdemeanor crime of domestic violence may no longer possess a firearm, I can certify I have not been convicted of any such violation and I am not otherwise prohibited from possessing firearms.	_____	_____
11. I understand that I must successfully undergo a rigorous training program, which includes firearms qualification, physical fitness standards and tests, specialized driving tests, as well as academic subjects and that failure to pass any aspect of the training program is grounds for separation.	_____	_____

Applicant's name (printed): _____

Signature: _____ **Date:** _____

TEST SITE PREFERENCE

(Special Agent Candidates – select a test site)

Completed applications are reviewed to ensure that candidates meet the minimum qualifications for the position. Those applicants who meet the requirements will be invited to an assessment that takes approximately two hours. Teams from the Board of Examiners will visit various cities in the United States to conduct the assessments. Applicants should use this form to select the city in which they wish to be tested. Applicants unable to meet with a team in a scheduled city may request that their assessment be conducted in Washington, DC.

The two-hour assessment consists of a Qualifications Evaluation Process and an Oral Assessment. Various phases of this process are scored using the following dimensions: written and oral communication, motivation, composure, interpersonal skills, judgement, resourcefulness, initiative and leadership, adaptability/flexibility, perspective and breadth of knowledge, cultural awareness and experience, stability and adjustment, analytical and synthesizing ability, planning and organizing. Questions posed to applicants may address current events, motivation, interpersonal skills, objectivity and integrity as well as some technical hypothetical questions concerning the Special Agent position.

The assessment/examination process is comprised of four phases:

1) A 45-minute written essay; 2) A written qualifications evaluation questionnaire;
3) An oral qualifications interview; and 4) An oral assessment administered by a member of the Board of Examiners and a member of the Diplomatic Security Service.

We are planning to conduct examinations in the following cities:

Atlanta, GA; Boston, MA; Chicago, IL; Columbus, OH; Dallas, TX; Denver, CO; Fort Lauderdale, FL; Houston, TX; Kansas City, MO; Los Angeles, CA; New York, NY; New Orleans, LA; Philadelphia, PA; Phoenix, AZ; San Francisco, CA; Seattle, WA; and Washington, DC.

PLEASE CIRCLE THE NAME OF THE CITY IN WHICH YOU WOULD PREFER TO BE TESTED! We will contact you to advise you of the proposed date, time and place for the assessment. Only in unusual circumstances will the date and time and test site be changed.

Please complete the blanks below.

Printed name of ***selected*** city and state

Printed name of candidate

Date

Signature